

ADMINISTRATIVE - INTERNAL USE ONLY

21 July 1972

MEMORANDUM FOR: Director of Personnel

SUBJECT : Federal Paperwork Management Award

The Central Reference Service nominates

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[] for the Federal Paperwork Management

Award; the Acting Deputy Director for Intelligence concurs

in this nomination. A nominating statement and

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Official Personnel Folder are attached.

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[]

Chief, Administrative Staff
ODDI

Attachments: a/s

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B. Machine-Assisted Dissemination (MAD)

1. Before MAD

Prior to MAD, a certain class of incoming classified electrical messages, 1200 a day, were received via teletype printer in 21 copies each--about 25,000 message copies/day. Disseminators, who scanned the messages, determined the recipients from a list of some 300 potential recipients. The messages were then sorted for later courier delivery. Extra copies--about half of those received--were put into the classified trash. Records were required on the fate of each message copy.

2. The MAD System

MAD was put into operation in August 1971. The same electrical messages are received in a small computer, collected on magnetic tape which is used as the input to an IBM 370/155.

The requirements of the 300 recipients are compiled into sets in the MAD Directory which is put into the computer memory. Dissemination is now performed primarily by the computer which performs a textual search of these messages. The computer compares the textual content of each message

against the user's requirements. A match in text words against Directory words causes the computer to process a message against a fixed set of rules which identify the dissemination points for that message. Output is in the form of high speed printer runs, segregated by customer rather than messages. Dissemination is totally machine-assigned on 50% of the traffic. Of the remaining 50%, much of the dissemination points are machine-supplied. Additions or deletions are made by a disseminator sitting at a Visual Display Unit (VDU). In less than 5% of the take, the computer is unable to determine any addressee. This is indicated to the disseminator at the VDU who then determines the recipient of the message.

3. MAD Benefits

- * Did away with unnecessary printing and disposal of some 12,000 message copies per day.

- * Increased accuracy in Dissemination. The machine memory is better able to cope with 300 dissemination points.

- * Better copy, more information. Formerly, the copy was a blue carbon printed on unpagged paper rolls--difficult to read or process. Now each recipient receives a clear computer printout, plus a list of all addressees receiving the same message.

- * The messages are stored on magnetic tape. Retrievals are made on a special purpose computer. Filing and searching of voluminous paper is eliminated. Filing space is significantly decreased.

- * Collating and record-keeping is done by the computer since output is by customer. This saves clerical effort.

C. Future Developments

1. The basic MAD system and use has already been expanded to process and disseminate a voluminous classified publication. Savings are apparent in analyst time for searching, duplicating copies of items of interest, filing, and storage space.

2. Tests are being conducted on the feasibility of processing other types of electrically-received messages via the MAD system. The results are favorable.

3. Studies are under way to determine the feasibility of modifying/enlarging the basic MAD capability to provide:

* On-Line Indexing of Documents - This would be an extension of the present on-line dissemination feature of MAD whereby the disseminator adds or deletes addresses. Present manual indexing requires significant paper, paper handling, and processing steps--more paper.

* Automatic Message Extract - Abbreviated versions of messages can be produced by the computer using the basic techniques of MAD. These may be substituted for whole messages in order to reduce digital storage required to support information storage and retrieval or they may be used as a basis for index listings.

* User Interaction - There is the potential for certain users to review their message traffic on a Visual Display Device in lieu of receiving hard copy paper form. The user could then opt to reject the message knowing it would be available in a central storage system or he could indicate permanent storage in a selected file.

D. Digest

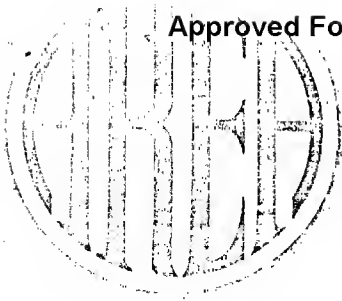
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[] has been instrumental, a prime mover in the development of an automated dissemination process that is now a demonstrated success. The basic system has the capability to do more of the same and can be modified to accomplish further significant changes/improvements in the processing of essential papers. His contribution is a significant one, in an essential area, and worthy of recognition.

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ASSOCIATION OF RECORDS EXECUTIVES AND ADMINISTRATORS

GREATER WASHINGTON, D. C. CHAPTER
P. O. BOX 89, WASHINGTON, D. C. 20044

July 20, 1972

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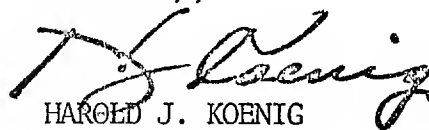
Dear Mr. Helms:

Recently you received a letter requesting nominations for the Eighth Annual Federal Paperwork Management Awards. Several agencies have already responded favorably. Since the deadline date of August 1, is approaching, we felt you would appreciate this reminder.

Each year the President has sent a message manifesting his personal interest and appreciation for the significant contributions to economy and efficiency which those so honored have made. It is our hope that you can assist in making this a banner year in terms of meaningful results and the widest possible participation and recognition.

Thank you for your cooperation and favorable response!

Sincerely,


HAROLD J. KOENTIG
President

Enclosure

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	C/DDI Admin. Staff 7E31 - Hdqs		21 JUL 1972		
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ACTION		DIRECT REPLY	PREPARE REPLY		
APPROVAL		DISPATCH	RECOMMENDATION		
COMMENT		FILE	RETURN		
CONCURRENCE		INFORMATION	SIGNATURE		
Remarks:					
<p>At a recent meeting of the CIA Honor and Merit Awards Board called to consider CIA candidates for public service awards, Mr. Fisher advised the Board of Mr. Colby's distress that the Agency has submitted no candidates for the Federal Paperwork Management Award. He suggested that one be found. I am therefore submitting the attached application for [redacted] of CRS. If you approve, will you please forward same to Mr. Fisher for consideration for this award.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
H. C. EISENBEISS D/CRS 2E60 HO [redacted]					17 July
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